

Regular Board Meeting – June 15, 2022

GENERAL MANAGER’S REPORT: Office Operations

- a. I completed the Electronic Annual Report for Calendar Year 2021 to SWRCB-DDW. Each year the EAR becomes more difficult, and this year it took 30 hours to finish. There was much content to be completed, plus there were issues with the portal correctly saving the information. The EAR was transmitted electronically; I received confirmation that it was acceptable.
- b. I received word from SWRCB-DFA that it is now required for the District to break out the Water & Sewer Funds as separate Enterprises for both Audited Financial Statements and any Balance Sheets provided to DFA. The division can no longer use all revenues and expenses of the District when multiple services are provided by a District. DFA will not be able to increase the Well No. 4 Project costs, and the project will be delayed until CCSD provides the Audited Financial Statements in accordance with requirements.
- c. Adam Guise, Lead Auditor of Moss, Levy & Hartzheim, had just finished the Draft Audit Report of financial statements as of and for FYE 2018-2019; however, the report did not break out the Water & Sewer Funds as separate Enterprises. I prepared an Excel workbook of the Balance Sheets FYE 6-30-2018 and 6-30-2019, Assets and Liabilities completely classified by Enterprise, for completion of the Statement of Net Position and Statement of Cash Flows for the Audited Financial Statements as of June 30, 2019. The process was painstaking and extremely time-consuming. Mr. Guise prepared a new Draft with that financial information. I just received the Draft, and I will review the report closely for approval by the end of this week.
- d. CCSD received a check for the payment amount of \$9,308.49 for wastewater arrearages plus \$279.25 for administrative costs from the SWRCB for the California Water & Wastewater Arrearage Payment Program. I finalized the allocations of funds to credit customer accounts. Customers whose accounts are closed and had their arrearages transferred to a third party will receive direct payment of grant funds. Unused funds of \$223.75 will be returned, and reporting requirements will be completed in a timely manner.
- e. I attended the Q&A webinar regarding the Direct Pay Portal for Low Income Household Water Assistance Program (LIHWAP). LIHWAP payments shall not be applied to account balances that have previously been written off or paid off with other customer assistance program funds. CCSD will be required to return the Direct Payment Summary identifying these payments within 30 calendar days of receipt for accounts where the owed balance has been paid off with other customer assistance program funds or discharged in its entirety. Within one business day of submission of the Direct Payment Summary, an invoice will be sent for the amount of program funds to be returned. CCSD shall have 3 business days following receipt of the invoice to return the funds identified.
- f. I provided Jerry Tinoco of RCAC with current water consumption and production numbers for the capacity study. He reported that Dave Wallis may be able to help, although he is semi-retired. Mr. Tinoco plans to move forward with technical assistance for the study.
- g. I spent much time to research and prepare calculations to complete the draft of the Proposed Annual Budget FY 2022-2023. In addition, I reviewed base charges and current usage to estimate revenue, and I found those totals to be consistent with the current amounts. I forwarded the draft to the finance committee for review.

- h. Letters will be issued to customers whose delinquent accounts are under Board review to be placed on Santa Barbara County tax rolls for collection of delinquent and unpaid utility charges. They will be notified of the deadline for payment to avoid that course of action.
- i. Lourdez Ruiz, Temporary/Part-Time Clerical Assistant, will work her last day on June 24th. She has done well with her duties, and she has provided much help with office operations.
- j. Erin Miller is newly employed as the Permanent/Part-Time Office Clerk. I will begin her training on June 27th.

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GENERAL MANAGER’S REPORT: Field Operations

- a. The ARWTP filter system is working effectively for treatment of arsenic removal. The lab result of the Water Plant effluent sample taken on May 10th was 4.5 ppb, while the arsenic level of Water Well #1 was 54 ppb.
- b. A delivery of 275 gallons of hypochlorite solution 12.5% was delivered to the Water Plant on June 10th. The last chlorine delivery of 280 gallons was made on April 29th.
- c. Field staff replaced water meters and angle stop valves for water service to 4646 Morales Street and 4652 Morales Street. The owner of 4652 Morales Street is replacing the water lines to the residence.
- d. The monitoring schedule for Rehoboth #1 Water Well requires complete analyses of inorganic and general minerals every three years. Samples were submitted on May 17th, 2022, and Pace Analytical (formerly BC Labs) issued the report of results on June 1st. The only exceedance from #1 Water Well was arsenic at 49 ppb.
- e. Repairs were made to the rake cable at the WWTP. The headworks have not been working, and field staff has made several attempts to resolve the problem. The gears to the headworks are worn out; headworks were installed in 1999 as part of the biolac treatment system (New Sewer Plant Construction Project). I contacted Mario Cervantes for a referral to a technician, and he recommended Eddie Slater of Slater Plumbing and Mechanical in Bakerfield. The technician made a service call on June 14th for an onsite inspection of the equipment. He will check what is available for rebuild or replacement in order to determine the next step for repair of the headworks.